



Goddard Procedural Requirements (GPR)

DIRECTIVE NO. GPR 4220.1C
EFFECTIVE DATE: September 1, 2009
EXPIRATION DATE: September 1, 2014

APPROVED BY Signature: Original Signed by
NAME: Edward J. Weiler
TITLE: Director

COMPLIANCE IS MANDATORY

Responsible Office: 220/Facilities Management Division

Title: Standards for Office Furniture and Furnishings

PREFACE

P.1 PURPOSE

This directive establishes responsibilities and outlines procedures for the acquisition of furniture and furnishings from government stocks or General Services Administration (GSA) Federal Supply Schedules (FSS). This directive serves as an enabling infrastructure to create a work environment that focuses on safety, cost effectiveness, and functional efficiency. It also establishes standards to increase the benefits associated with furniture reutilization.

P.2 APPLICABILITY

The provisions of this directive apply to all GSFC civil service and onsite contractor personnel.

P.3 AUTHORITY

- a. [NPR 8830.1](#), Affirmative Procurement Program and Plan for Environmentally Preferable Products
- b. Federal Acquisition Regulation (FAR), Subpart 8.4, Federal Supply Schedule

P.4 REFERENCES

GSFC Form 8-22, Furniture/Design Services Work Request

P.5 CANCELLATION

GPR 4220.1A, Standards for Office Furniture and Furnishings

P.6 SAFETY

General Services Administration (GSA) Federal Supply Schedules (FSS), Furniture Standards, Technical Descriptions and Test Standards (www.gsa.gov)

P.7 TRAINING

None.

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<http://gdms.gsfc.nasa.gov> TO VERIFY THAT THIS IS THE CORRECT VERSION PRIOR TO USE.

P.8 RECORDS

Record Title	Record Custodian	Retention
Furniture/ Design Services Work Request Form (GSFC Form 8-22)	Interior Design Lead	NASA Records Retention Schedule (NRRS) 4/7C, destroy when 2 years old.

P.9 METRICS

None.

P.10 DEFINITIONS

- a. Carpet – Broadloom, i.e., rolled carpet, and carpet tiles. Carpet tiles are individual pre-cut carpet squares.
- b. Custom Metal with Wood Trim Furniture – Modular custom furniture with metal base, wood top, wood trim and related items.
- c. Executive Office Furniture – Traditional and modern wood office furniture such as desks, table desks, credenzas, conference and console tables, and related items.
- d. Furniture Allocation – The assignment of office furniture to an employee based upon the organizational level of the employee in accordance with the Standard for Office Furniture and Furnishings Chart.
- e. Furniture Plan – A schematic drawing indicating furniture configuration and placement.
- f. Modular Furniture – Consists of connecting furniture components such as desk, bridges, returns, hutches, and pedestals.
- g. Office – An individual space or a suite of offices regularly used by an official authorized in accordance with this policy.
- h. Office Furnishings – Accessory items such as lamps, artificial trees and plants, window treatments, and related items.
- i. Standard Metal with Laminate Furniture – Modular laminate and metal office furniture with metal bases, laminate tops, overhead storage hutches, and other related items.
- j. Standard Wood Furniture – Modular standard wood office furniture with wood tops, wood bases, and overhead storage hutches, and other related items.

- k. Systems Furniture – Interconnecting panels that support work surfaces, storage units, and other components.

P.11 ACRONYMS

FAR	Federal Acquisition Regulations
FSS	Federal Supply Schedule
GPR	Goddard Procedural Requirements
GSA	General Services Administration
GSFC	Goddard Space Flight Center

PROCEDURES

In this document, a requirement is identified by "shall," a good practice by "should," permission by "may" or "can," expectation by "will," and descriptive material by "is."

All requests for furniture, furnishings, blinds, and carpet purchases will be submitted using the procedures outlined below:

- a. Customer completes Furniture/Design Services Work Request Form (GSFC Form 8-22) and submits to Code 220 Furniture/Interior Design Team Lead. Or, the customer can contact the Customer Service Office, Code 200.2.
- b. A representative of the Furniture/Interior Design Team meets with customer to validate furniture requirement as requested by customer.
- c. A representative of the Furniture/Interior Design Team evaluates the request and recommends the appropriate furniture allocation based upon the Standards of Office Furniture and Furnishings Chart.
- d. Should a customer's furniture requirement exceed the scope of this GPR, the customer shall submit a written waiver request and justification for consideration. The waiver request must be signed by the customer's Division Chief, or higher management level, and submitted to the Code 220 Division Chief for evaluation.
- e. The Furniture/Interior Design Team representative develops furniture plan(s) based upon the recommended furniture allocation or the approved waiver request.
- f. The Furniture/Interior Design Team representative shall provide instructions to the customer on funding processes.

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Standards for Office Furniture and Furnishings Chart

Organizational Level	Window Treatment	Carpet	Furniture	Furnishings	Notes
Center Director, Deputy Director, Associate/Assistant Director, Director Of, and Associated Staff	Drapes Blinds (1)	Broadloom	Executive Wood	Recessed Screens/Whiteboards, Artificial Plants/Trees, Lamps	(1) Blinds shall be 1" miniblinds, white or off-white. (2) Conference rooms, reception, secretarial areas, and corridors are furnished according to the associated administration level. (3) File rooms shall have vinyl tile provided by Facilities Management Division.
Division Chief, Project Manager, Lab Chief and Associated Division Staff	Blinds (1)	Carpet Tile	Standard Wood	N/A	
Branch/Section Head, Team/Group Lead	Blinds (1)	Carpet Tile	Custom Metal with Wood Trim	N/A	
All Other Civil Servants, Contractor Employees	Blinds (1)	Carpet Tile	Standard Metal with Laminate (Systems furniture for Open Space)	N/A	

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CHANGE HISTORY LOG

Revision	Effective Date	Description of Changes
Baseline	07/20/04	Initial Release Serves as the enabling infrastructure for the procurement of office furniture to create a work environment that focus on safety, cost effectiveness, and functional efficiency.
A	02/14/05	Changes made to update organization and document references and clarify all requirements to clearly distinguish them from supporting text in accordance with the NASA rule review.
A	08/08/06	Administratively updated to reflect a change in the owning organization code from 230 to 270.
B	08/04/09	Administratively updated to reflect a change in the owning organization code from 270 to 220. Administratively extended through July 20, 2010.
C	09/01/2009	Revalidated for 5 years with editorial changes: P.4 References updated; P.2 Applicability clarified.

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